

To: Glenn, William[Glenn.William@epa.gov]
Cc: Zito, Kelly[ZITO.KELLY@EPA.GOV]
From: Correa, Laura
Sent: Tue 7/24/2018 8:20:37 PM
Subject: RE: This is calendar week - please submit your updated files by COB on Wednesday, July 25
[Public Calendar.csv](#)

Please see attached excel.

From: Glenn, William
Sent: Tuesday, July 24, 2018 11:28 AM
To: Correa, Laura <correa.laura@epa.gov>
Cc: Zito, Kelly <ZITO.KELLY@EPA.GOV>
Subject: FW: This is calendar week - please submit your updated files by COB on Wednesday, July 25

Hi Laura,

Apologies – I thought I sent this to you yesterday, but I must’ve been waylaid!

Here’s the current spreadsheet to be updated with the last two weeks’ calendar entries for the RA. We’ve been editing to add details on meetings with outside folks, etc. – you can see how we’ve been approaching it here: <https://www.epa.gov/senior-leaders-calendars/calendar-mike-stoker-administrator-region-9>

Thanks for your help, and sorry for losing a day! If it’s possible to get your draft by the end of the day today or early tomorrow, it would be great.

Bill

Bill Glenn
Acting Deputy Director
Office of Public Affairs
U.S. EPA, Pacific Southwest
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From: Orquina, Jessica
Sent: Monday, July 23, 2018 12:02 PM
To: Zito, Kelly <ZITO.KELLY@EPA.GOV>; Glenn, William <Glenn.William@epa.gov>
Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>; Owens, Denise <Owens.Denise@epa.gov>
Subject: FW: This is calendar week - please submit your updated files by COB on Wednesday, July 25

Here’s the file to work from this week. Please send the updated version to Denise & me.

Thanks! Jess

Jessica Ann Orquina, Director
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U.S. Environmental Protection Agency
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From: Grantham, Nancy
Sent: Monday, July 23, 2018 6:48 AM

To: Drinkard, Andrea <Drinkard.Andrea@epa.gov>; Dennis, Allison <Dennis.Allison@epa.gov>; Millett, John <Millett.John@epa.gov>; DeLuca, Isabel <DeLuca.Isabel@epa.gov>; Senn, John <Senn.John@epa.gov>; Shiffman, Cari <Shiffman.Cari@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>; McMichael, Nate <McMichael.Nate@epa.gov>; Regional Public Affairs Directors <Regional_Public_Affairs_Directors@epa.gov>; Orquina, Jessica <Orquina.Jessica@epa.gov>; Carroll, Carly <Carroll.Carly@epa.gov>

Cc: Grantham, Nancy <Grantham.Nancy@epa.gov>

Subject: This is calendar week - please submit your updated files by COB on Wednesday, July 25

Jess will send you your files to update shortly. New entries should cover the weeks of July 9 – 16.

Thanks ng

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